

02-023



NORTHERN MARIANAS COLLEGE

Request for Recruitment

MEMORANDUM

To: Director of Human Resources
From: President

1. The President has reviewed the request and has determined that there is a need for the position to be filled. A position description is attached.

Position Title	Dean, Continuing Education		<input type="checkbox"/> New Position
Fill By (date): ASAP	Salary Range:		<input checked="" type="checkbox"/> Vacant position
Position Description Attached:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Transfer
Interim President's Signature:	 Barbara G. Moir, Ph.D.		Date: 04-30-02

2. Budget Office has reviewed the request, verified the FTE, funding and assigned the account number (s).

	From	To	Employee No:
FTE #:			
Account No:		UPR02-51010-S-C11D	100 % Total
Account No:			% must
Account No:			% equal
Account No:			% 100
Budget Officer's Signature:	 David Atahg		Date: 4/30/02

3. Human Resources:

Classification Title:	Dean I (Continuing Education Program)	Pay Level: Ungraded
H/R Director's Signature:	 for Kohne K. Ramon	Date: 4/30/02

4. Remarks:

Vice Edward Camacho

Approved:





Northern Marianas College
 P.O. Box 501250 CK
 Saipan, MP 96950
 Phone: (670) 234-5498/3690
 Fax: (670) 234-0759
 Website: <http://www.nmcnet.edu>

VACANCY ANNOUNCEMENT

Announcement No. 02-023

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation or family relationship. The College is an Equal Opportunity Employer.

POSITION TITLE:	Dean for Continuing Education
Pay Level & Step:	Ungraded
Annual Salary:	\$50,000.00
Location:	As Terlaje Campus, Saipan
Opening Date: 5/01/02	Closing Date: 5/15/02

Nature of the Position: This position is under the direct supervision of the Vice President for Academic Affairs. It oversees the Continuing Education Division and directly supervises the heads of the various departments established within the Division.

DUTIES AND RESPONSIBILITIES:

Faculty, Staff, and Institutional Development:

- Develops policy and program recommendations for review and approval by the Vice President for Academic Affairs, the President, and the Board of Regents.
- Coordinates program evaluation and curriculum development/revision within the Division.
- Performs annual evaluation of Division department heads and Dean's support staff, and reviews and recommends all Division personnel actions such as recruitment, evaluations, promotions, and adverse actions.
- Facilitates professional development of Division employees..
- Works closely with other Division deans and with all institutional offices to improve and assure the smooth delivery of quality instructional and support services.
- Researches and develops special program initiatives for advancement of the Division's mission, in collaboration with College administration, academic departments, and stakeholder groups in the community (public sector, private sector, professional organizations, community at large).

Leadership:

- Manages and provides quality assurance for all aspects of the Division's programs, including policy guidance and direction in academic and service standards, curriculum development and management, fiscal control, staffing, planning, and enrollment.
- Guides, facilitates, and supervises operation of all Division departments.
- Directs and coordinates activities of department heads within the Division.
- Advises the Vice President for Academic Affairs on Division academic, personnel, and administrative matters.
- Represents the Division on institutional committees.
- Guides, facilitates, and supervises implementation of College's Community Human Resource Development Plan (CHRD).
- Coordinates and supports Division quality improvement activities.
- Solicits ideas to improve the Division and facilitates their implementation.
- Initiates and fosters the development of Division vision and goals.
- Guides the Division in planning and implementing strategies and activities leading to accomplishment of its stated goals.
- Represents the Division to the administration and the Board of Regents.
- Represent the Division to the community at large.
- Serves as NMC's liaison to the University Continuing Education Association.

Management:

- Coordinates training, instructional, liaison, administrative, and service activities within the Division.
- Facilitates communication among departments in the Division, and between the Division and other offices and divisions of the College.

Vacancy Announcement 02-023

Northern Marianas College is accredited by the Accrediting Commission for Community and Junior Colleges and by the Senior Commission of Colleges and Universities of the Western Association of Schools and Colleges.

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Joaquin M. Sablan, JR.

Appl ☒ EE ☐

Vacancy / Position Dean, Cont. Ed.

EA / PC # 00-023

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>MA</u>	<u>MA</u>	
Experience:	<u>4</u>	<u>7 years</u>	
Others:	<u>3PST</u>	<u>5yr. 9 mo.</u>	
Numerical Comparison (Substitution)			

II. Placement:

- a. Meets Qualifications Requirements? Yes ☒ No. ☐
- b. If yes, exceeds by how many years / months: Yrs ____ Mos ____
- c. If no to #1 above, lacks how many years / months: Yrs ____ Mos ____
- d. Salary (PI and step) qualified for:

[Signature]
Reviewing Personnel Specialist

5/29/02
Date

[Signature]
Approving Personnel Supervisor

6/20/02
Date

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name William Rosenberg

Appl ✓ EE ✓

Vacancy / Position Dean, Cont. Education

EA / PC # 62-023

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>MA</u>	<u>JD</u>	
Experience:	<u>4</u>	<u>0</u>	
Others:	<u>3PST</u>	<u>4 yr. 1 mo.</u>	
Numerical Comparison (Substitution)			

II. Placement:

- a. Meets Qualifications Requirements? Yes ✓ No. ✓
- b. If yes, exceeds by how many years / months: Yrs Mos
- c. If no to #1 above, lacks how many years / months: Yrs Mos
- d. Salary (PI and step) qualified for:

[Signature]
Reviewing Personnel Specialist

5/20/02
Date

[Signature]
Approving Personnel Supervisor

5/28/02
Date

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Guadalupe Berja-Robinson

Appl 1/ 1 EE 1/ 1

Vacancy / Position Dean, Continuing Ed.

EA / PC # C2-083

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>MA</u>	<u>MA</u>	
Experience:	<u>4</u>	<u>3</u>	
Others:	<u>3 PST</u>	<u>1 PST</u>	
Numerical Comparison (Substitution)			

II. Placement:

- a. Meets Qualifications Requirements? Yes 1/ 1 No. 1/ 1
- b. If yes, exceeds by how many years / months: Yrs ____ Mos ____
- c. If no to #1 above, lacks how many years / months: Yrs ____ Mos ____
- d. Salary (PI and step) qualified for:

Alguerrero
Reviewing Personnel Specialist

5/20/02
Date

[Signature]
Approving Personnel Supervisor

5/20/02
Date

MEMORANDUM

TO: Interim President

FROM: Director, Human Resources

SUBJECT: Eligibility List

Date: May 20, 2002

Announcement No	Position Title	Opening Date	Closing Date
02-023	Dean, Continuing Education	5/01/02	5/15/02

Attached is the application for consideration and review of the Selection Committee.

The sole applicant eligible for the position is:

	Name	Date & Time
1	Joaquin M. Sablan, Jr.	
	<i>Nothing Follows</i>	



Kohne K. Ramon

attach(s): Application forms

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Graceful K. Enlet

Appl IV EE I

Vacancy / Position Dean's Cont. Ed.

EA / PC # 09-028

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>MA</u>	<u>PhD</u>	<u>in Educational Leadership</u>
Experience:	<u>4</u>	<u>21 yrs, 8 mo.</u>	
Others:	<u>3 PST</u>	<u>6 yrs, 9.5 months</u>	
Numerical Comparison (Substitution)			

II. Placement:

- a. Meets Qualifications Requirements? Yes IV No. I
- b. If yes, exceeds by how many years / months: Yrs ____ Mos ____
- c. If no to #1 above, lacks how many years / months: Yrs ____ Mos ____
- d. Salary (PI and step) qualified for:

Alleguerrero
Reviewing Personnel Specialist

5/21/02
Date

B. Enlet
Approving Personnel Supervisor

5/21/02
Date

MEMORANDUM

TO: Interim President

FROM: Director, Human Resources

SUBJECT: Eligibility List

Date: May 21, 2002

Announcement No	Position Title	Opening Date	Closing Date
02-023	Dean, Continuing Education	5/01/02	5/15/02

Attached is the application for consideration and review of the Selection Committee.

The applicants eligible for the position are:

	Name	Date & Time
1	Joaquin M. Sablan, Jr.	
2	Graceful K. Enlet	
	<i>Nothing Follows</i>	



Kohne K. Ramon

attach(s): Application forms



NORTHERN MARIANAS COLLEGE

P. O. Box 501250, Saipan, MP 96950
World Wide Web Site: www.nmcnet.edu
Telephone: (670) 234-3690 • Fax: (670) 234-0759

MEMORANDUM

To: President
Subject: Recommendation to Hire
From: Committee to Interview for Dean of Continuing Education Position
Date: 24 May 2002

The committee has concluded its interviews for the open Dean of Continuing Education position. It our consensus view that an offer be made to Mr. Joaquin M. Sablan, Jr. to begin as soon as is practicable.

Respectfully submitted,

Kimberlyn King Hinds
Vice Chair, Board of Regents
Committee Chair

5-28-02

Dr. Craig Smith
Director, CREES

Bruce Johnson
Dean of Instruction

Kohne Ramon
Director, HRO

QUALIFICATION EVALUATION WORKSHEET

Northern Marianas College
Office of Human Resources

Name JACK ANGELL
Vacancy / Position Dean of Continuing Ed
App'l / EE / PC # 02 -

I. Comparative Quantitative Summary: Position vs. Applicant:

Position Requirements	Applicant Qualifications (Full & Partial)	Comments
MA	EDD	
4	8.6	
3	2.6 mos	
Numerical Comparison		
Others:		
Experience:		
Education:		
(Substitution)		

- II. Placement:
- Meets Qualifications Requirements? Yes ☒ No ☐
 - If yes, exceeds by how many years / months: Yrs Mos
 - If no to #1 above, lacks how many years / months: Yrs Mos
 - Salary (PI and step) qualified for:

Reviewing Personnel Specialist John C. Hult Date 5/24/02
Approving Personnel Supervisor [Signature] Date 5/24/02



**Northern Marianas College
Human Resources Office**

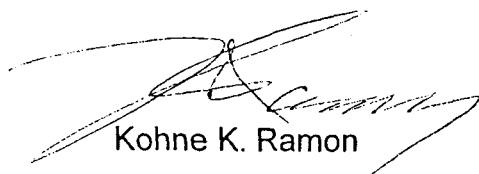
MEMORANDUM

TO: Interim President
FROM: Director, Human Resources
SUBJECT: Recommendation of Appointment
DATE: May 28, 2002

Attached please find an employment application of Mr. Joaquin M. Sablan. He has been recommended as the Dean for Continuing Education position for the Division of Continuing Education, which was advertised under VA#02-023.

As per Policy 4008, we are forwarding this applicant to you for your review and consideration. If you approve, please sign below so that we may offer the appropriate contract and conditions of employment and personnel action for Mr. Sablan.

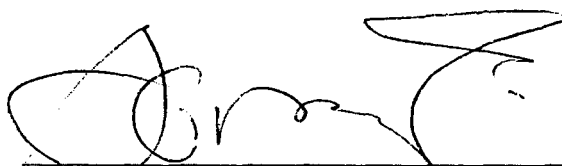
Thank you.



Kohne K. Ramon

attach.

Approved:



Barbara G. Moir, Ph.D.
Interim President